



**U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF INSPECTOR GENERAL
Washington, DC 20416**

**SENIOR EXECUTIVE SERVICE
OPPORTUNITY**

Position:	Assistant Inspector General for Investigations, ES-1811 (SES Career Reserve)		
Announcement Number:	IG – SES – 04 – 2	Opens:	January 16, 2004
Official Duty Station:	Washington, D.C.	Closes:	February 13, 2004
Area of Consideration:	Qualified Individuals within the Federal Service		
Salary Range:	\$103,700 to \$144,600 per annum		

SBA's Office of Inspector General (OIG) is seeking an exceptional leader who will direct the investigative arm of the OIG. This position presents an exceptional and rewarding opportunity for the incumbent to lead a dedicated and active law enforcement staff of Federal criminal investigators, focusing on the OIG's critical mission – detecting and preventing waste, fraud, and abuse.

DUTIES/RESPONSIBILITIES:

The Assistant Inspector General for Investigations directs and coordinates all investigative activities designed to prevent and detect fraud, waste, and abuse, and to promote efficiency and economy in programs and operations of the Small Business Administration. The AIG for Investigations formulates, implements, and evaluates investigative policies, strategies, priorities, and goals for the OIG. She/he serves as a senior policy advisor to, and representative of, the Inspector General on all criminal, civil, and administrative investigative matters. The AIG for Investigations will deliver presentations, briefings, and speeches and prepare articles on investigative techniques, enforcement problems, prevention methodologies, fraud and abuse vulnerability assessments, and other matters related to the mission of the Office of Investigations. She/he will maintain personal liaison with senior officials in the Federal law enforcement community and, as appropriate, with senior officials in State, local, and foreign law enforcement organizations.

FINANCIAL DISCLOSURE AND POSITION SENSITIVITY: The individual selected for this position will be required to complete and file a Public Financial Disclosure Report, SF-278, within 30 days after selection for the position. The sensitivity level of the position also requires satisfactory completion of a full background investigation before appointment.

APPROVAL AND PROBATIONARY PERIOD: An individual entering this position on an initial career appointment basis must have his or her qualifications approved by an Office of Personnel Management's Qualifications Review Board and will be required to serve a one year probationary period before the appointment becomes final.

ADDITIONAL INFORMATION:

- Time-in-grade does not apply to SES positions. Applicants for this position must demonstrate the level and breadth of experience necessary to assume an SES position.
- Veteran's Preference does not apply to the SES.

- You must be a U.S. citizen or national to be eligible for this position.
- As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.
- The U.S. Small Business Administration provides reasonable accommodation to job applicants and employees with disabilities. If you need a reasonable accommodation for any part of the application or interview process, please contact Betty Mackall at 202-205-6580. If you are hearing impaired, you may call the Federal Information Relay Service at 1-800 877-8339 for assistance in contacting the person named above. Decisions for granting reasonable accommodations are made on a case-by-case basis.
- The U.S. Small Business Administration is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness for duty, and job-related qualifications without regard to race, gender, creed, color, age, marital status, national origin, non-disqualifying handicapping condition, or any other non-merit factor.
- Your application includes information subject to the Privacy Act (P.L. 93-579, 5 USC 552a). The information is used to determine qualifications for employment, and its collection is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.
- In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 applications will not be accepted from applicants using franked envelopes, postage paid agency envelopes, or metered mail.

HOW TO APPLY: To receive full consideration, applicants **MUST** submit the following:

1. An application (OF-612, SF-171, resume, or other format) that includes complete information about your qualifications for this position. The documentation must show where and when the qualifications were obtained, describe the organizational setting within which the experience was acquired, and explain your scope of operation and level of responsibility.
2. A supplemental narrative statement that provides a description and examples of your accomplishments relative to the Executive Core Qualifications and Desirable Technical Qualifications listed below.
3. SES Candidate Development Program graduates should submit a copy of their OPM CDP certificate.

Your application must be received in the Office of the Inspector General on or before the closing date of this announcement. Applications that do not include the supplemental narrative statements for the Executive Core Qualifications and Desirable Technical Qualifications will not be considered further.

- You may mail your application to the following address: Small Business Administration, Office of Inspector General, 409 3rd Street, SW – Suite 7150, Washington, DC 20416, ATTN: Betty Mackall. Applications received beyond the closing date will not be considered. SBA has experienced delays through regular mail over recent months, and we do not take responsibility for such delays.
- Applicants are strongly encouraged to apply by e-mail at oig@sba.gov (call to confirm as there may be a risk of incompatibility); fax: (202) 205-7382; or by personal hand-delivery. Be sure to include your name and the vacancy announcement number on your correspondence. Illegible applications will not be considered, nor will you be contacted to submit another application.
- Personally delivered, e-mailed, or faxed applications must be received by close of business on the closing date of the announcement. We are not responsible for errors in fax or e-mail transmissions; therefore, we also recommend that you call or e-mail to verify that your application has been received on or prior to the closing date. You may call on (202) 205-6580.

MANDATORY PROFESSIONAL QUALIFICATION REQUIREMENTS:

- Candidates must satisfy the medical requirements established for Criminal Investigators.
- An applicant must enter a Civil Service Retirement System (CSRS) law enforcement covered position or a Federal Employees Retirement System (FERS) law enforcement covered position not one day later than his/her 37th birthday. The maximum entry age limitation does not apply if the applicant is, or has been, covered by the CSRS or the FERS law enforcement retirement system.
- If this is the candidate's initial appointment to the 1811 Criminal Investigator series, she/he will be required to successfully complete the Federal Law Enforcement Training Center Basic Criminal Investigator Training Program.
- Satisfactory completion of a full field investigation for Top Secret clearance is required.
- Appointment to this position is subject to negative drug test results (and random drug testing after appointment).
- The incumbent will be required to acquire and maintain proficiency in the use of firearms.

QUALIFICATION REQUIREMENTS: As a basic requirement, applicants must clearly describe leadership experiences that demonstrate executive level managerial capability. Typically, experience of this nature will have been gained at or above the GS-15 grade level or its equivalent. In addition, applicants should have a broad range of progressively responsible experiences in managing programs, including responsibility for policy and strategic planning associated with such programs. Candidates meeting these basic qualifications will be rated and evaluated against the Executive Core Qualifications and Desirable Technical Qualifications listed below.

EVALUATION METHODS: Current SES career appointees, career SES reinstatement eligibles, and eligible SES Candidate Development Program Graduates will be considered under noncompetitive appointment procedures. Qualified applicants who must compete and who submit complete application packages will be ranked by a panel of senior executives based upon the Executive Core Qualifications and Desirable Technical Qualifications. To be eligible for consideration, applicants must meet all five of the Executive Core Qualifications. Applicants should describe their qualifications in relation to these factors.

DESIRABLE TECHNICAL QUALIFICATIONS (The following qualifications are highly desirable, and will increase points in the ranking process):

1. Thorough knowledge of generally accepted civil, criminal, and administrative investigative standards and techniques.
2. General knowledge of Titles 15 and 18 of the U. S. Code.
3. Demonstrated knowledge of managerial practices and techniques including program management, budget responsibilities, EEO and human resources objectives, etc.

OTHER FACTORS PERTINENT TO THE POSITION:

- Candidates entering the position on an initial SES career appointment must have her/his qualifications approved by an Office of Personnel Management (OPM) Qualifications Review Board. Successful completion of a one-year probationary period is required before the appointment becomes final.
- Final selection requires a negative drug test result.
- The position requires frequent travel.
- The position is subject to financial disclosure requirements.
- Requires a valid drivers' license.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED
SBA - AN EQUAL OPPORTUNITY EMPLOYER**

EXECUTIVE CORE QUALIFICATIONS (ECQs):

To be eligible for consideration, candidates must meet all of the five factors listed below. This attachment contains information on the scope and content of the five Executive Core Qualifications (ECQ) that are considered necessary for effective performance in any Senior Executive Service (SES) position. Note that the ECQ's do not include professional, technical and program knowledge, skills, and abilities that are identified in the Desirable Technical Qualifications.

1. Leading Change - The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to this is the ability to balance change and continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity. Key characteristics include:

- Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.
- Identifying and integrating key issues affecting the organization, including political, economic, social, technological and administrative factors.
- Understanding the roles and relationships of the components of the national policy-making and implementation process, including the President, political appointees, Congress, the judiciary, state and local governments, and interest groups; and formulating effective strategies to balance those interests consistent with the business of the organization.
- Being open to change and new information; tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.
- Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.
- Dealing effectively with pressure; maintaining focus and intensity and remaining persistent even under adversity; recovering quickly from setbacks.

2. Leading People - The ability to design human resource strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals. Key characteristics include:

- Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.
- Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).

- Valuing cultural diversity and other differences, fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.
- Assessing employees' unique developmental needs and providing developmental opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.
- Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.
- Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking disciplinary actions when other means have not been successful.

3. Results Driven - The ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. Key characteristics include:

- Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.
- Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.
- Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.
- Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.
- Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.
- Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

4. Business Acumen - The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organizations mission, and to use new technology to enhance decision making. Key characteristic include:

- Assessing current and future staffing needs based on organizational goals and budget realities. Applying merit principles to develop, select, and manage a diverse workforce.
- Overseeing the allocation of financial resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.

- Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.
- Overseeing procurement and contracting procedures and processes.
- Integrating and coordinating logistical operations.
- Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological changes on the organization.

5. Building Coalitions/Communication - The ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization. Key characteristics include:

- Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the agency (e.g., agency heads and other Government executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.
- Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.
- Developing and enhancing alliances with external groups (e.g., other agencies or firms, state and local governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.
- Working in groups and teams; conducting briefings and other meetings; gaining cooperation from others to obtain information and accomplish goals; facilitating win-win situations.
- Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.
- Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing and organized manner.